

---

# ARNOLD & PORTER LLP

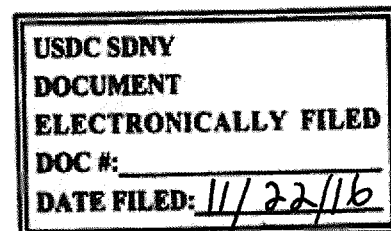
---

Peter L. Zimroth  
Peter.Zimroth@aporter.com

+1 212.715.1010  
+1 212.715.1399 Fax

399 Park Avenue  
New York, NY 10022-4690

November 10, 2016



**VIA ECF**

Honorable Analisa Torres  
United States District Judge  
United States District Court  
Southern District of New York  
500 Pearl Street  
New York, NY 10007-1312

Re: *Floyd, et al. v. City of New York*, 08-CV-1034 (AT),  
*Ligon, et al. v. City of New York, et al.*, 12-CV-2274 (AT),  
*Davis, et al. v. City of New York, et al.*, 10-CV-0699 (AT),  
Recommendation Regarding Electronic Stop Report Form

Dear Judge Torres,

I am pleased to submit my recommendation regarding an electronic version of the court-approved stop report form. This electronic version will be included in the NYPD's new records management system called FORMS—Finest Online Records Management System. Once the electronic stop report is included in FORMS, officers will be able to access and complete the stop report form on their smartphones and tablets. Their supervisors will be able to review the reports electronically for approval or correction.

I believe the electronic version of the stop report form meets the requirements for the stop report set out in the court orders and the parties' agreements.

I am submitting an operations order and a user guide for your approval. The operations order instructs officers that stops should be reported on the electronic form. The electronic stop

---

## ARNOLD & PORTER LLP

---

Honorable Analisa Torres  
November 10, 2016  
Page 2

report is designed to be self-explanatory. Nonetheless, the Department is also providing an online user guide for officers who wish to use it. It is not mandatory for officers to use the user guide.

The parties have informed me that they agree that this recommendation should be approved.

This new electronic system has significant benefits. Currently, the NYPD has a database for stop, question and frisk, but this database is inadequate because it does not capture the new fields that were added to the approved stop report—in particular, the narrative sections and the supervisory review section. The new electronic system and database will capture the narratives, the supervisory review, and (with one exception discussed below) all the other fields on the approved form. Having officers fill out the form electronically on their smartphones or tablets will make it easier for them to complete and will permit them to write a narrative without the space constraints of the paper form. Supervisors will also have a much easier time reviewing the reports, because they (and the data-entry staff) will no longer have to contend with hard-to-read handwriting. Finally, an officer's initial submitted report and any subsequent corrections or additions, as well as the supervisor's notes and any rejection of the report, are all saved in the system and can be retrieved and audited.

The electronic version of the stop report collects all the information currently on the hard-copy stop report, with the exception of the name and identifying information (address, date of birth and phone number) of the person stopped. These fields have been omitted because Section 140.50(4) of the New York Criminal Procedure Law provides that the name, address and other

---

## ARNOLD & PORTER LLP

---

Honorable Analisa Torres  
November 10, 2016  
Page 3

information establishing the personal identity of a person stopped cannot be recorded in an electronic/computerized database if that person has not been arrested or given a summons. Under the current system (before the electronic stop report is put into effect), the name, address, date of birth and phone number are included on the hard-copy stop report (unless the person stopped refuses to provide the information), but that information is not entered in the current stop and frisk database. Similarly, this information will not be recorded in the FORMS system—so there are no fields on the electronic form for a person's identifying information. An officer is required, however, under P.G. 212-11, to include the name and identifying information of persons stopped in his or her activity log. Officers are reminded of this requirement in the attached operations order. A copy of the activity log will be attached to a printout of the stop report and kept in a binder at each precinct, thus facilitating audits and the location of stop reports when there are CCRB complaints.

After the electronic version of the stop report form is approved by the court, the NYPD will have its contractors do the additional engineering and troubleshooting required for the application to go live. The NYPD estimates that the application will be ready to launch in mid-January 2017.


Respectfully submitted, APPROVED.

/s/ Peter L. Zimroth SO ORDERED.

Peter L. Zimroth  
Monitor

Dated: November 22, 2016  
New York, New York

Attachments: (1) Draft operations order  
(2) Draft user guide

  
\_\_\_\_\_  
ANALISA TORRES  
United States District Judge

# **Attachment 1**



## DRAFT OPERATIONS ORDER

SUBJECT: **PILOT PROGRAM – IMPLEMENTATION OF STOP REPORT (PD383-151) INTO FINEST ONLINE RECORDS MANAGEMENT SYSTEM (FORMS)**

DATE ISSUED:

NUMBER:

**10-20-16**

**DRAFT 3**

1. The Department has developed an electronic version of the **STOP REPORT (PD383-151)** in the Finest Online Records Management System (FORMS). The electronic STOP REPORT application is available on Department issued mobile devices (e.g., cellular telephone, tablets, etc.) and the Department's Intranet. Reporting *Terry* Stops/Level 3 encounters utilizing the electronic application in FORMS will facilitate the proper recording of stops, improve accuracy and enhance supervisory review of the reports. The electronic **STOP REPORT** application is to be utilized in a manner consistent with the requirements and standards established in *Patrol Guide 212-11, "Investigative Encounters: Request for Information, Common Law Right of Inquiry and Level 3 Stops"* which remains in **EFFECT**.

2. Therefore, effective immediately, in order to address additional requirements created by the transition from a paper **STOP REPORT (PD383-151)** to an electronic **STOP REPORT** in FORMS, all uniformed members of the service will comply with the following procedure:

### UNIFORMED MEMBER OF THE SERVICE

1. Comply with *P.G. 212-11, "Investigative Encounters: Request for Information, Common Law Right of Inquiry and Level 3 Stops"* when conducting an investigative encounter.
2. For all *Terry* Stops/Level 3 encounters, use a Department mobile device (cellular telephone or tablet), if available, to prepare the **STOP REPORT** utilizing FORMS.
3. Prior to end of tour, complete all applicable captions and follow directions for each section of the **STOP REPORT** in FORMS and select the "Check" icon to submit the **STOP REPORT** to the patrol/unit supervisor.

### NOTE

*Uniformed members of the service (UMOS) should be mindful that users of FORMS will be timed out after 55 minutes, therefore UMOS should periodically click on the "Save" icon to ensure that entered data is not lost.*

4. When prompted to identify the "Reviewing Supervisor" in FORMS, enter the name or tax identification number of a supervisor currently performing duty with the platoon/unit and select that supervisor from the dropdown menu that appears.
  - a. Select immediate squad/unit supervisor, if he/she is assigned to perform duty with the squad/unit and is available to review the **STOP REPORT**.
  - b. If not assigned to an immediate squad/unit supervisor or he/she is not available, enter the name or tax identification number of another supervisor performing duty with the squad/unit (e.g. patrol supervisor, detail supervisor, etc.).
5. Notify the reviewing supervisor that the **STOP REPORT** was prepared and submitted to the supervisor's electronic "INBOX" folder in FORMS for review.

**UNIFORMED  
MEMBER OF  
THE SERVICE  
(continued)**

6. Prior to the end of tour, inform the reviewing supervisor of facts of the stop and, if conducted, frisk and/or search.
7. Record details in **ACTIVITY LOG (PD112-145)** including a detailed description of the person stopped and the following pedigree information, unless refused:
  - a. Name of person stopped
  - b. Date of birth
  - c. Address
  - d. Telephone number.

**NOTE**

*The pedigree information of an individual who is stopped is not captured electronically and will only be recorded in the member's **ACTIVITY LOG**. Accurately recording pedigree information in the **ACTIVITY LOG** will enable members to later identify persons stopped and may aid investigators during the course of a criminal investigation.*

*All references in P.G. 212-11 to "signing" a **STOP REPORT** will now include the electronic "signoff" in FORMS and all references to Department's Automated Stop Report System will now include the FORMS system.*

**REVIEWING  
SUPERVISOR**

8. Discuss the stop with the uniformed member of the service.
9. Review the **STOP REPORT** in FORMS using a Department mobile device (e.g., cellphone, tablet, etc.), or desktop, if available by selecting "Signoff."
10. Review the **ACTIVITY LOG** entry and ensure that the detailed description and the pedigree information of the person stopped is included and legible unless the person stopped refused to provide the information.
11. Complete all captions in the "Reviewing Supervisor" section.
12. If, based upon review of the **STOP REPORT, ACTIVITY LOG** entry and discussion with the uniformed member of the service, the **STOP REPORT** requires additional information:
  - a. Check "No" following question "Report Accurate and Complete?"
  - b. Enter instruction to the reporting member of the service in the "Note" section in FORMS
  - c. Select the "Check" icon to return the **STOP REPORT** to the reporting member of the service for correction.
13. If the report is "Accurate and Complete" (i.e., all captions filled out and narrative contains adequate details) but after review it is determined there was not a sufficient basis for the stop and/or frisk and/or search, indicate such by checking the appropriate field(s) on the electronic form.
  - a. Select the action taken from the "Follow-Up Action (If appropriate)" section, and
  - b. Approve the **STOP REPORT**.

**NOTE**

*A **STOP REPORT** will be only rejected and returned to the submitting uniformed member of the service if information is omitted from the report.*

**REVIEWING  
SUPERVISOR  
(continued)**

14. “Approve” and “Finalize” the **STOP REPORT** following the prompts in FORMS.
15. Void the **STOP REPORT** if the investigative encounter did not rise to a *Terry Stop*, (e.g., Level 1/Request for Information or Level 2/Common Law Right of Inquiry) or for an arrest or summons that was not the result of a *Terry Stop*.

**UNIFORMED  
MEMBER OF  
THE SERVICE**

16. Upon rejection of **STOP REPORT** from the reviewing supervisor, access the report from the FORMS “Inbox,” go to the “Actions” tab, select “Edit” and make the directed corrections.
  - a. Select the “Check” icon to resubmit to supervisor for review and approval.
17. Prior to the end of tour, make a photocopy of the **ACTIVITY LOG** entry detailing the *Terry Stop* and submit to the desk officer/designee.

**DESK OFFICER/  
DESIGNEE**

18. Log into FORMS and select “SEARCH.” A search must be conducted of all **STOP REPORTS** prepared during tour.
19. If a **STOP REPORT** was prepared, print out the “approved” **STOP REPORT** from the queue and attach it to the photocopied **ACTIVITY LOG** entry submitted by the uniformed member of the service.
  - a. Place **STOP REPORT** and photocopy of **ACTIVITY LOG** entry into the command’s **STOP REPORT** binder maintained at the desk in sequential order.

**NOTE**

*Steps “35” through “39” in P.G. 212-11 do not apply to the electronic **STOP REPORT**. Instead, follow the provisions as outlined in this procedure.*

**ADDITIONAL  
DATA****VOIDING STOP REPORTS IN FORMS**

*If the **STOP REPORT** has not been submitted to the reviewing supervisor, the reporting member of the service may void the report by selecting “UNFINALIZED FORMS” and choosing “Void/Seal” from the “Action” drop down icon. From the “Void” menu, indicate the reason, enter details and select “Void.”*

*If the **STOP REPORT** has been submitted to the reviewing supervisor, the reviewing supervisor may void the **STOP REPORT** by first approving the **STOP REPORT**, then utilize “FORM MAINTENANCE” to locate the **STOP REPORT**, select “Maintain” then choose the “Void/Seal” option. Select “Void,” “Reason,” enter details and then select “Void.” Supervisors should only void the **STOP REPORT** if it is a duplicate report or it was prepared in error, such as when the encounter was not a *Terry Stop* (e.g., witness interview, Level 1 Request for Information, etc.), or the reporting member of the service made an arrest that did not begin as an investigative encounter.*

3. Commanding officers will ensure that the contents of this Order are brought to the attention of members of their commands.

**BY DIRECTION OF THE POLICE COMMISSIONER**

**DISTRIBUTION**

**All Commands**

**OPERATIONS ORDER NO. DRAFT 3**



# **Attachment 2**



## ***Finest Online Records Management System***

### ***Stop Report***

Created by:  
P.O. Stacy Minchin  
[Stacy.Minchin@NYPD.org](mailto:Stacy.Minchin@NYPD.org)  
Narration by  
P.O. Patrick Cosgrave  
[Patrick.Cosgrave@NYPD.org](mailto:Patrick.Cosgrave@NYPD.org)

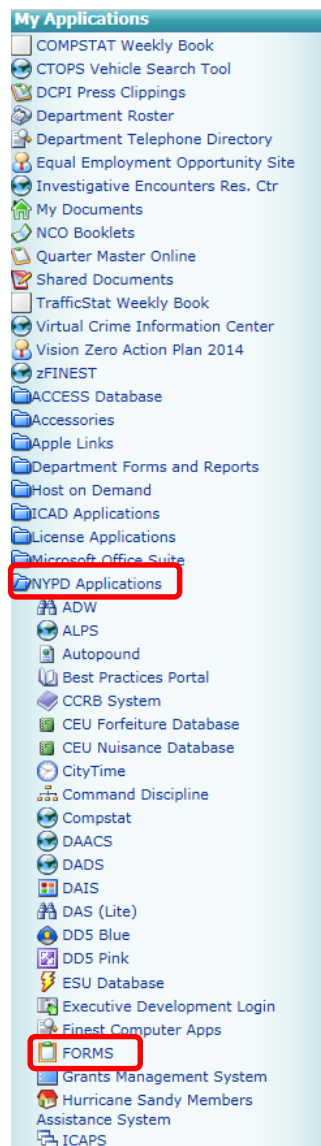
# NYPD



# What is FORMS? How to access FORMS?

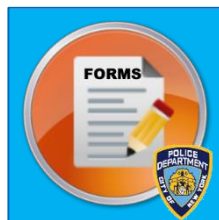
Case 1:08-cv-01034-AT-HBP Document 535 Filed 11/10/16 Page 11 of 30

FORMS Support  
Hotline:  
(646) 610-6473



FORMS = **F**inest **O**nline **R**ecords **M**anagement **S**ystem  
Allows users to input multiple reports

The new FORMS System will provide the New York City Police Department with a platform to ultimately standardize and centralize all NYPD incident-related documents.



Mobile  
Device

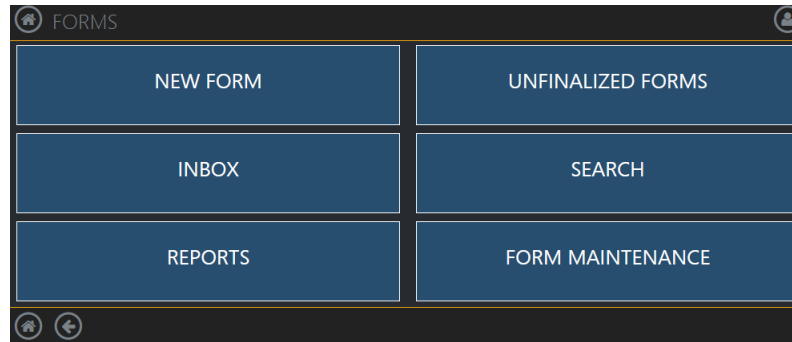
To log into FORMS use your Windows credentials:

USERID:

PASSWORD:

LastNameTaxID

Password



## NEW FORM

Allows users to create a document in the FORMS system.

## INBOX

Allows supervisors to sign off (approve or reject) any form.

## REPORTS

Allows users to run multiple report queries.

## UNFINALIZED FORMS

Allows users to view the forms they created and can also view other forms from their command that have not been finalized or submitted for signoff.

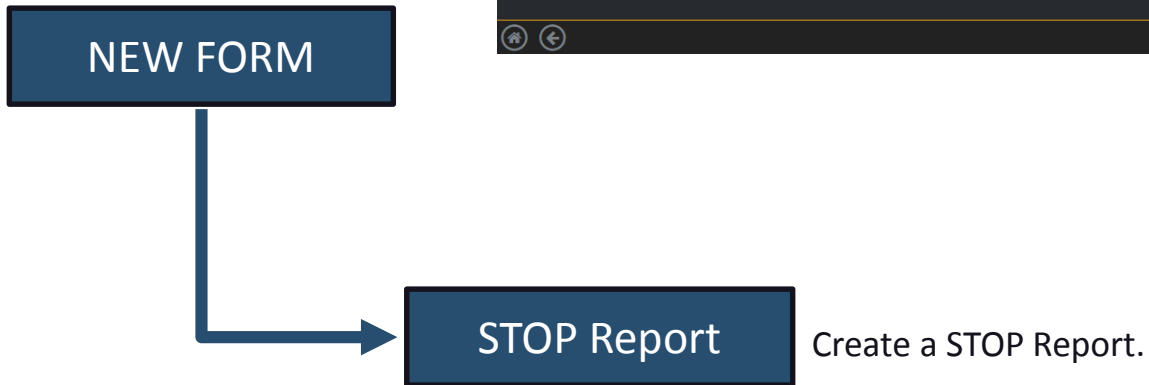
## SEARCH

Allows users to search all forms created in the system.

## FORM MAINTENANCE

Allows Supervisors or the Reporting Officer to print cover sheets; void and amend previously approved reports.


# NEW FORMS Menu



A screenshot of a mobile application interface titled "FORMS". Below the title bar is a "NEW FORM" header with a back arrow icon. The main content area displays a grid of buttons for selecting a form type: "MV-104", "STOP REPORT", "AIDED", "THREAT, RESISTANCE, INJURY REPORT", and "DIR". The "STOP REPORT" button is highlighted in the original image. At the bottom of the screen, there are icons for a menu and a back arrow.

# Stop Report

## Front

(COMPLETE ALL CAPTIONS)			
 <b>STOP REPORT</b> PD 383-151 (03-16)		Pct. Serial No.	ICAD No.
Date of Occ.		Pct. Of Occ.	
Time Of Stop	Period Of Observation Prior To Stop	Duration Of Stop	
Address/Intersection Or Cross Streets Of Stop			
<input type="checkbox"/> Inside <input type="checkbox"/> Transit <input type="checkbox"/> Housing		Type Of Location (Describe:)	
<input type="checkbox"/> Outside <input type="checkbox"/> Trespass Affidavit Program			
Stop Was: <input type="checkbox"/> Self-Initiated <input type="checkbox"/> Based on Radio Run <input type="checkbox"/> Based on C/W on Scene			
Officer in Uniform? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, how Identified? <input type="checkbox"/> Shield <input type="checkbox"/> I.D. Card <input type="checkbox"/> Verbal	
Crime Suspected (e.g., Robbery, Burglary, Criminal Trespass, etc.)			
<b>Check All Factors That Led to Stop and Explain in the Narrative Section</b>			
<input type="checkbox"/> Concealing or Possessing a Weapon <input type="checkbox"/> Casing Victim or Location			
<input type="checkbox"/> Engaging in a Drug Transaction <input type="checkbox"/> Matches a Specific Suspect Description			
<input type="checkbox"/> Acting as a Lookout <input type="checkbox"/> Proximity to the Scene of a Crime			
<input type="checkbox"/> Identified Crime Pattern (Pattern No. _____) <input type="checkbox"/> Other (Describe in "Narrative" Section)			
Name Of Person Stopped		Nickname/Alias/Preferred Name	Date Of Birth
Address		Apt. No.	Tel. No.
Identification: <input type="checkbox"/> Verbal <input type="checkbox"/> Photo I.D. <input type="checkbox"/> Refused			
<input type="checkbox"/> Other (Describe)			
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic White <input type="checkbox"/> Hispanic Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Middle Eastern/Southwest Asian		
Age	Height	Weight	Hair Eyes Build
Other (Scars, Tattoos, Outer Garments, Etc.)			
Did Officer Explain Reason For Stop? <input type="checkbox"/> Yes <input type="checkbox"/> No		Information Card Given to Person Stopped? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If You Answered No to Either of the Previous Two Questions, Explain the Reasons in the Narrative Section on the Rear Side.			
Were Other Persons Stopped/Questioned/Frisked? <input type="checkbox"/> Yes <input type="checkbox"/> No		Total No. Stopped	Pct. Serial No.
Did a Body-Worn Camera (BWC) Capture the Event in Whole or in Part <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Reporting Officer <input type="checkbox"/> Another MOS <input type="checkbox"/> Body-Worn Camera Serial Number			
Actions Taken to Stop and/or Detain Prior to Arrest <input type="checkbox"/> Verbal Command/Instruction <input type="checkbox"/> Impact Weapon <input type="checkbox"/> Drawing/Pointing Firearm <input type="checkbox"/> Physical Force/Restraint <input type="checkbox"/> Handcuff Suspect <input type="checkbox"/> O.C. Spray <input type="checkbox"/> CEW <input type="checkbox"/> Other (Describe)			
Was Suspect Arrested? <input type="checkbox"/> Yes <input type="checkbox"/> No		Offense Arrest No.	
Was Summons Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No		Offense Summons No.	
Demeanor of Person After Being Stopped		Remarks Made by Person Stopped	

## Back

Narrative (Describe the Circumstances That Led to the Stop):			
Was Person Frisked? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, INDICATE BASIS FOR FRISK: <input type="checkbox"/> Object Observed Suspected of Being a Weapon			
<input type="checkbox"/> Statement by Suspect <input type="checkbox"/> Suspect Known to Carry Weapons		<input type="checkbox"/> Violent Crime <input type="checkbox"/> Other (Describe Below)	
Was Person Searched? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, INDICATE BASIS FOR SEARCH: <input type="checkbox"/> Hard Object Resembling Weapon <input type="checkbox"/> Consent to Search		<input type="checkbox"/> Admission Of Weapons Possession <input type="checkbox"/> Outline of Weapon <input type="checkbox"/> Search Incident to an Arrest <input type="checkbox"/> Other (Describe Below)	
Was Weapon Found? If Yes, Specify: <input type="checkbox"/> Firearm <input type="checkbox"/> Knife/Cutting Instrument		Was Other Contraband Found? If Yes, Describe Contraband and Location	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other (Describe)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Narrative (Describe the Circumstances That Led to the Frisk and/or Search, if Conducted. Include Area Searched):			
Reporting MOS (Rank, Name Printed)		Signature	Tax No. Command Date
<b>Supervisory Action (Must Complete):</b> Supervisor on Scene During Stop? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Encounter Reviewed With Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Sufficient Basis for Stop? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Report Accurate and Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No		Sufficient Basis for Frisk? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Corresponding Activity Log Entry Reviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Sufficient Basis for Search? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Reviewing Supervisor (Rank, Name Printed)		Tax No.	Command
Signature		Pct. Serial No.	Date Time

Note: The **STOP REPORT** is not prepared for Level 1 and Level 2 encounters unless the encounter escalates to a Level 3 Terry Stop. Similarly, the **STOP REPORT** is not prepared when an officer makes a summary arrest for an offense/crime or issues a summons for an observed violation unless the suspect was initially detained for investigation in a Level 3 Terry Stop.

# Stop Report

FORMS

STOP REPORT GREEN : REQUIRED 53:25

Incident Information

Date MM/DD/YYYY Time of Stop HH:MM

Period of Observation Prior to Stop 33 minutes Duration of Stop Minutes

Navigation icons: Home, Back, Save, Validate, Submit Signoff

STOP REPORT

## Incident Information:

- Date
- Time of Stop
- Period of Observation Prior to Stop
- Duration of Stop


Main Menu

Previous Page

Save

Validate  
& Save

Validate, Save &  
Submit Signoff

(COMPLETE ALL CAPTIONS)		
 STOP REPORT PD 383-151 (03-16)	Pct. Serial No.	ICAD No.
	Date of Occ.	Pct. Of Occ.
Time Of Stop	Period Of Observation Prior To Stop	Duration Of Stop

All fields must be completed to the extent the information is known. Fields highlighted in **GREEN** must be completed in order to select ✓ (validate, save & submit for signoff).

# Stop Report

**FORMS**

**STOP REPORT** GREEN : REQUIRED 19:32

**Location of Stop**

**Location Type**  
Select...

**Suspected Crime Location**  
Select...

**Address Type**  
Street Address

**Location Identifier**  
Select...

**Building No.**  
[Text Field]

**Street Name**  
[Text Field]

**Unit Type**  
Select...

**Unit #**  
[Text Field]

**Borough**  
Select...

**Pct**  
[Text Field]

**Sector**  
[Text Field]

**PSA**  
[Text Field]

**Buttons:**  
Validate Address (Red) Refresh GPS Location (Grey) Lock Pin/Coord. (Green)

**Map:** Shows a street map of the area around MTA Wall St-2 & 3 Lines, with streets like Broadway, Wall St, and Water St visible.

## Location of Stop:

In this section of the Stop Report, the user must enter the location where the stop occurred. The address or intersection must be validated. Once an address is validated then the 'Address Validated' button changes to the color **GREEN**, with a check mark. The precinct of the Stop Report form will be based on the 'Location of Stop.'

Address/Intersection Or Cross Streets Of Stop		
<input type="checkbox"/> Inside	<input type="checkbox"/> Transit	<input type="checkbox"/> Housing
<input type="checkbox"/> Outside	<input type="checkbox"/> Trespass Affidavit Program	Type Of Location (Describe:)

## Address Type:

- Street Address
- Intersection
- Cross Streets
- Subway
- Park/Open Area
- Highway/Route

**NOTE:** If you do NOT validate address, the location will be GEOCODED to the Precinct of record.



# Stop Report

FORMS

STOP REPORT GREEN : REQUIRED 46:01

Basis for Stop/Identification/Suspected Crime

Stop Was Select... ICAD No.

Officer in uniform? Select...

Crime Suspected Select...

Factors that Led to Stop None selected

## Select basis for Stop/Identification/Suspected Crime

- Stop Was
- ICAD No.
- Officer in uniform; If **NO**, choose how identified
- Crime Suspected
- Factors that Led to Stop
  - Choose all that apply

Stop Was:	<input type="checkbox"/> Self-Initiated	<input type="checkbox"/> Based on Radio Run	<input type="checkbox"/> Based on C/W on Scene
Officer in Uniform?	If no, how Identified?		<input type="checkbox"/> Shield <input type="checkbox"/> I.D. Card
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Verbal
Crime Suspected (e.g., Robbery, Burglary, Criminal Trespass, etc.)			
Check All Factors That Led to Stop and Explain in the Narrative Section			
<input type="checkbox"/> Concealing or Possessing a Weapon	<input type="checkbox"/> Casing Victim or Location		
<input type="checkbox"/> Engaging in a Drug Transaction	<input type="checkbox"/> Matches a Specific Suspect Description		
<input type="checkbox"/> Acting as a Lookout	<input type="checkbox"/> Proximity to the Scene of a Crime		
<input type="checkbox"/> Identified Crime Pattern (Pattern No. _____)	<input type="checkbox"/> Other (Describe in "Narrative" Section)		

# Stop Report

FORMS

STOP REPORT GREEN : REQUIRED 42:07

Person Stopped

Identification: None selected

Sex: Select...

Race: Select...

Age: Select...

Height: Select... ft Select... in

Weight: Select... lbs

Hair Color: Select...

Eye Color: Select...

Build: Select...

Other (Scars, Tattoos, Outer Garments, Etc.):

Arrest/Summary: Select...

None selected

- ☐ Verbal
- ☐ Photo I.D.
- ☐ Refused
- ☐ Other

## Person Stopped

- Identification (Select all that apply)
  - Verbal
  - Photo I.D.
  - Refused
  - Other
- Sex
- Race
- Age
- Height
- Weight
- Hair Color
- Eye Color
- Build

Identification: <input type="checkbox"/> Verbal <input type="checkbox"/> Photo I.D. <input type="checkbox"/> Refused					
<input type="checkbox"/> Other (Describe)					
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic White <input type="checkbox"/> Hispanic Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Middle Eastern/Southwest Asian			
Age	Height	Weight	Hair	Eyes	Build
Other (Scars, Tattoos, Outer Garments, Etc.)					

# Stop Report

FORMS

STOP REPORT

GREEN : REQUIRED 35:14

Stop Information

Did officer explain reason for stop?

Select...

Information card given to person stopped?

Select...

Were other persons Stopped/Questioned/Frisked?

Select...

Did a Body-Worn Camera (BWC) capture the event in whole or in part?

Select...

Actions Taken to Stop and/or Detain Prior to Arrest

None selected

Was suspect arrested?

No

Was Summons issued?

No

Demeanor of Person After Being Stopped

Remarks Made by Person Stopped

Narrative (Describe the circumstances that led to the Stop)

Home

Back

Save

Print

Check

Did Officer Explain Reason For Stop?

☐ Yes ☐ No

Information Card Given to Person Stopped?

☐ Yes ☐ No

If You Answered No to Either of the Previous Two Questions, Explain the Reasons in the Narrative Section on the Rear Side.

Were Other Persons Stopped/Questioned/Frisked?

☐ Yes ☐ No

Total No. Stopped

Pct. Serial Nos.

Did a Body-Worn Camera (BWC) Capture the Event in Whole or in Part?

☐ Yes ☐ No

Body-Worn Camera was Worn by:

☐ Reporting Officer ☐ Another MOS

Body-Worn Camera Serial Number

Actions Taken to Stop and/or Detain Prior to Arrest

☐ Impact Weapon
 ☐ Drawing/Pointing Firearm
 ☐ Physical Force/Restraint
 ☐ Handcuff Suspect
 ☐ O.C. Spray
 ☐ CEW
 ☐ Other (Describe)

Was Suspect Arrested?

☐ Yes ☐ No

Offense

Arrest No.

Was Summons Issued?

☐ Yes ☐ No

Offense

Summons No.

Demeanor of Person After Being Stopped

Remarks Made by Person Stopped

## Stop Information

- Did officer explain reason for stop? If **NO**, Describe
- Information card give to person stopped? If **NO**, Describe
- Were other person Stopped/Questioned/Frisked? If **YES**, total # stopped; Pct Serial #.
- Did BWC capture the event in whole or part? If **YES**, enter the BWC Officer's name or camera serial # (if known)
- Actions Taken to Stop/Detain Prior to Arrest.
  - Choose all that apply
- Was Suspect Arrested? If **YES**, Select Offense, enter valid Arrest #
- Was Summons Issued? If **YES**, Select Offense, Enter Summons #
- Demeanor of Person After Being Stopped
- Remarks Made by Person Stopped
- Narrative

# Stop Report

FORMS

STOP REPORT GREEN - REQUIRED 29:14

Frisked/Searched/Weapon/Contraband Information

Was person frisked?  
Select...

Was person searched?  
Select...

Was weapon found?  
Select...

Was other contraband found?  
Select...

Narrative (Describe the circumstances that led to the Frisk and/or Search, if conducted. Include Area Searched)

## Frisked/Search/Weapon/Contraband Information

- Was Person Frisked? If **YES**, Choose all that apply
- Was Person Search? If **YES**, Choose all that apply
- Was Weapon Found? If **YES**, Choose all that apply
- Was Other Contraband found? If **YES**, Choose all that apply
- Narrative; If **YES**, was chosen for any of the above questions you **MUST** describe the circumstances

Was Person Frisked? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, INDICATE BASIS FOR FRISK:	<input type="checkbox"/> Object Observed Suspected of Being a Weapon
<input type="checkbox"/> Statement by Suspect	<input type="checkbox"/> Suspect Known to Carry Weapons	<input type="checkbox"/> Violent Crime
Was Person Searched? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, INDICATE BASIS FOR SEARCH:	<input type="checkbox"/> Other (Describe Below)
<input type="checkbox"/> Admission Of Weapons Possession	<input type="checkbox"/> Outline of Weapon	<input type="checkbox"/> Hard Object Resembling Weapon
Was Weapon Found? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Firearm <input type="checkbox"/> Knife/Cutting Instrument	<input type="checkbox"/> Consent to Search
<input type="checkbox"/> Other (Describe)	Was Other Contraband Found? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Search Incident to an Arrest
<input type="checkbox"/> Other (Describe Below)		
If Yes, Describe Contraband and Location		
Narrative (Describe the Circumstances That Led to the Frisk and/or Search, if Conducted. Include Area Searched):		

# Stop Report

**FORMS**

**STOP REPORT** GREEN : REQUIRED 31:19

**Department Personnel**

Reporting Officer

Officer Search

Find Officer

Agency Command Command Description NCIC No.

Tax Number Rank Last Name First Name

Shield #

Immediate Supervisor

Officer Search

Find Officer

Agency Command Command Description NCIC No.

Tax Number Rank Last Name First Name

Shield #

**Endorsement History**

Personnel	Note	Status	Date
-----------	------	--------	------

## Department Personnel Reporting Officer

- Enter your name or tax number under Officer Search field
- Next, enter the supervisor's tax number, if known. Otherwise, enter the supervisor's last name and then select the appropriate supervisor from the list that appears

**NOTE:** Supervisory Action answers are entered into FORMS at time of approval.

Reporting MOS (Rank, Name Printed)	Signature	Tax No.	Command	Date
<b>Supervisory Action (Must Complete):</b> Supervisor on Scene During Stop? <input type="checkbox"/> Yes <input type="checkbox"/> No Encounter Reviewed With Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No Sufficient Basis for Stop? <input type="checkbox"/> Yes <input type="checkbox"/> No Report Accurate and Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No Sufficient Basis for Frisk? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Corresponding Activity Log Entry Reviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No Sufficient Basis for Search? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
<b>Follow-Up Action (If Appropriate):</b> Report Corrected... <input type="checkbox"/> Training... <input type="checkbox"/> Instruction... <input type="checkbox"/> Disciplinary Action... <input type="checkbox"/>				
Reviewing Supervisor (Rank, Name Printed)		Tax No.	Command	
Signature	Pct. Serial No.	Date	Time	

FORMS

SEARCH

Report Parameters

Form Year

Form Precinct

Form Number

Occurrence Date

Form Type

Last Name

First Name

Building Number (Occurrence)

Street (Occurrence)

Borough (Occurrence)

Vehicle Plate No

Vehicle Plate State

Report Format

From

To

From

To

Select...

Select...

Select...

HTML

**Search FORMS for a report using selected criteria**

# Example: Search Results

FORMS									
Form Search									
Total Number of Forms: 31									
FORM NUMBERS	MV-104 PDF	TYPE	STATUS	REPORTING OFFICER	ENTERED BY	OCCURRENCE DATE/TIME	LOCATION	VEHICLES	PERSONS
<a href="#">STP-2016-120-000012</a>		Stop Report	Approved	POM ZABORSKIS ANTHONY	LT FARREN JUSTIN	08/11/2016 13:10	CLOVE ROAD Staten Island NY		
<a href="#">STP-2016-120-000011</a>		Stop Report	Approved	POM ZABORSKIS ANTHONY	LT FARREN JUSTIN	08/11/2016 11:17	MARTLING AVENUE Staten Island NY		
<a href="#">STP-2016-120-000010</a>		Stop Report	Approved	POM ZABORSKIS ANTHONY	LT FARREN JUSTIN	08/11/2016 10:15	200 CLINTON AVENUE Staten Island NY		
<a href="#">STP-2016-120-000009</a>		Stop Report	Approved	LT FARREN JUSTIN	SGT BAEZ TINA	08/11/2016 10:00	100 MANOR ROAD Staten Island NY		
<a href="#">STP-2016-120-000008</a>		Stop Report	Approved	POM ZABORSKIS ANTHONY	LT FARREN JUSTIN	08/11/2016 09:10	21 FLOYD STREET Staten Island NY		
<a href="#">STP-2016-120-000007</a>		Stop Report	Approved	POM ZABORSKIS ANTHONY	SGT BAEZ TINA	08/11/2016 07:05	28 GROVE STREET Staten Island NY		
<a href="#">STP-2016-120-000006</a>		Stop Report	Approved	POM ZABORSKIS ANTHONY	SGT BAEZ TINA	08/11/2016 08:15	191 BROAD STREET BLDG Staten Island NY		
<a href="#">STP-2016-120-000005</a>		Stop Report	Approved	POM ZABORSKIS ANTHONY	SGT BAEZ TINA	08/11/2016 02:40	MARTLING AVENUE Staten Island NY		
<a href="#">STP-2016-120-000004</a>		Stop Report	Rejected	POM ZABORSKIS ANTHONY	SGT BAEZ TINA	08/11/2016 03:30	280 JERSEY STREET APT 3D Staten Island NY		
<a href="#">STP-2016-120-000003</a>		Stop Report	Approved	POM ZABORSKIS ANTHONY	SGT BAEZ TINA	08/10/2016 15:32	34 CLAIRE COURT PH Staten Island NY		
<a href="#">STP-2016-120-000002</a>		Stop Report	Rejected	POM ZABORSKIS ANTHONY	SGT BAEZ TINA	08/11/2016 02:45	200 CLINTON AVENUE BLDG Staten Island NY		
<a href="#">STP-2016-120-000001</a>		Stop Report	Approved	POM ZABORSKIS ANTHONY	SGT NAROG RICHARD	08/08/2016 09:00	15 MANOR ROAD APT 3D Staten Island NY		
<a href="#">STP-2016-083-000007</a>		Stop Report	Not Finalized	LT FARREN JUSTIN	SGT BAEZ TINA	08/10/2016 10:00	500 KNICKERBOCKER AVENUE Brooklyn NY		
<a href="#">STP-2016-083-000006</a>		Stop Report	Approved	POF REINHARDT SHERRIANN	SGT MINCHIN STACY	08/10/2016 01:00	20 MOFFAT STREET Brooklyn NY		
<a href="#">STP-2016-083-000005</a>		Stop Report	Not Finalized	POM ZABORSKIS ANTHONY	SGT NAROG RICHARD	08/09/2016 09:00	480 KNICKERBOCKER AVENUE PH Brooklyn NY		

## Search Results

### Status:

- 'Not Finalized' – (Edit) User is able to edit report, report has not been submitted for sign off.
- 'Pending' – User has submitted report for sign off, Supervisor can approve or reject (rejected reports can be edited)
- 'Approved' – Signed off

# Unfinalized FORMS

FORMS						
MY FORMS MY COMMAND FORMS						
RECORD KEY	EVENT TYPE	EVENT DATE	EVENT ADDRESS	SUBJECT NAME	VALIDATED	
STP-2016-083-000005	STOP REPORT	08/09/2016 09:00	480 KNICKERBOCKER AVENUE PH BROOKLYN NY	RICHARD G MCGRUFF	YES	Action ▾
STP-2016-073-000010	STOP REPORT	08/10/2016 10:00	1500 SAINT MARKS AVENUE BROOKLYN NY		NO	Action ▾
DV-2016-083-010051	DOMESTIC INCIDENT REPORT	07/27/2016 06:00	1418 GREENE AVENUE BROOKLYN NY		NO	Action ▾
DV-2016-083-010046	DOMESTIC INCIDENT REPORT	07/26/2016 08:30	123 MENAHAN STREET BROOKLYN NY		NO	Action ▾
DV-2016-083-010042	DOMESTIC INCIDENT REPORT	07/25/2016 05:05	STARR STREET BROOKLYN NY		NO	Action ▾
DV-2016-083-010041	DOMESTIC INCIDENT REPORT	07/25/2016 05:00	148 WEIRFIELD STREET BROOKLYN NY		NO	Action ▾
DV-2016-083-010025	DOMESTIC INCIDENT REPORT	07/20/2016 08:00	185 WEIRFIELD STREET BROOKLYN NY	REFUSED REFUSED	NO	Action ▾
DV-2016-083-010005	DOMESTIC INCIDENT REPORT	06/08/2016 11:00	480 KNICKERBOCKER AVENUE BLDG BROOKLYN NY	JANE A VICTIM1	NO	Action ▾
DV-2016-083-010020	DOMESTIC INCIDENT REPORT	07/18/2016 05:00	143 HIMROD STREET BROOKLYN NY		NO	Action ▾
TRI-2016-083-000008-1	TRI	06/21/2016 14:00	1214 GREENE AVENUE BROOKLYN NY		NO	Action ▾
DV-2016-120-010005	DOMESTIC INCIDENT REPORT	06/05/2016 09:00	10 MANOR ROAD STATEN ISLAND NY	JONE K SMITH	NO	Action ▾
DV-2016-120-000002	DOMESTIC INCIDENT REPORT	06/02/2016 10:00	10 MANOR ROAD STATEN ISLAND NY	JACK JADS SMITH	NO	Action ▾
MV-2016-083-010034	MOTOR VEHICLE ACCIDENT	05/17/2016 09:00	480 KNICKERBOCKER AVENUE BROOKLYN NY	STACY MINCHIN	NO	Action ▾
MV-2016-083-010031	MOTOR VEHICLE ACCIDENT	05/11/2016 13:00	480 KNICKERBOCKER AVENUE BROOKLYN NY		NO	Action ▾
MV-2016-083-010031	POLICE LINE OF DUTY MV ACCIDENT	05/11/2016 13:00	480 KNICKERBOCKER AVENUE BROOKLYN NY		NO	Action ▾
MV-2016-083-010030	MOTOR VEHICLE ACCIDENT	05/10/2016 10:00	HALSEY STREET BROOKLYN NY	CLARENCE E BAUGH	YES	Action ▾
MV-2016-083-010032	MOTOR VEHICLE ACCIDENT	05/11/2016 13:00	480 KNICKERBOCKER AVENUE BROOKLYN NY		NO	Action ▾
AID-2016-083-000547	AIDED	05/11/2016	480 KNICKERBOCKER AVENUE	STACY L	NO	Action ▾

MY FORMS - A list of unfinalized forms that the user has authored. This list consists of incomplete forms that need to be validated and submitted for signoff.

EDIT  
SUBMIT FOR SIGNOFF  
SUPPLEMENTS  
VIEW/PRINT  
VOID/SEAL  
PRINT COVERSHEET



# MY COMMAND FORMS

FORMS							
MY FORMS		MY COMMAND FORMS			Stop Report		
RECORD KEY	EVENT TYPE	EVENT DATE	EVENT ADDRESS	SUBJECT NAME	REPORTING OFFICER	VALIDATED	
STP-2016-083-000008	STOP REPORT	08/05/2016 21:00	480 KNICKERBOCKER AVENUE BLDG BROOKLYN NY		SGT TINA M BAEZ	NO	Action ▾
STP-2016-083-000007	STOP REPORT	08/10/2016 10:00	500 KNICKERBOCKER AVENUE BROOKLYN NY		LT JUSTIN FARREN	NO	Action ▾
STP-2016-083-000013	STOP REPORT	08/08/2016 13:00	JEFFERSON STREET BROOKLYN NY		POF STEFANIE L GOSIK	NO	Action ▾
STP-2016-083-000014	STOP REPORT	08/09/2016 13:00	100 JEFFERSON STREET BROOKLYN NY	JOE SANTOS	POF GWENDOLYN O JOHNSON	NO	Action ▾
STP-2016-073-000010	STOP REPORT	08/10/2016 10:00	1500 SAINT MARKS AVENUE BROOKLYN NY		POF STEFANIE L GOSIK	NO	Action ▾
STP-2016-120-000004	STOP REPORT	08/11/2016 03:30	280 JERSEY STREET APT 3D STATEN ISLAND NY	SIMONE SHORT	POM ANTHONY J ZABORSKIS	NO	Action ▾
STP-2016-083-000005	STOP REPORT	08/09/2016 09:00	480 KNICKERBOCKER AVENUE PH BROOKLYN NY	RICHARD G MCGRUFF	POM ANTHONY J ZABORSKIS	YES	Action ▾
STP-2016-120-000002	STOP REPORT	08/11/2016 02:45	200 CLINTON AVENUE BLDG STATEN ISLAND NY	JUSTIN THOMSON	POM ANTHONY J ZABORSKIS	NO	Action ▾

MY COMMAND FORMS – A list of unfinalized forms that belongs to the user's command. This list consists of incomplete forms that need to be validated and submitted for sign off. You can sort these records by clicking on the Record Key or Event Date.

EDIT  
SUBMIT FOR SIGNOFF  
SUPPLEMENTS  
VIEW/PRINT  
VOID/SEAL  
PRINT COVERSHEET

**NOTE:** FORMS must be submitted for Sign-Off in order for the supervisor to approve. FORMS in the unfinalized list can be submitted via the Action Button.

Supervisor may review submitted FORMS from the Inbox.

FORMS

INBOX NOTIFICATIONS

Stop Report

Record Key	Event Type	Event Date	Event Address	Subject Name	Folder Key
STP-2016-030-000001	Stop Report	08/07/2016 14:00	WEST 145 STREET New York NY		

Sign-Off

## INBOX:

- Supervisors must Approve or Reject reports that have been submitted for signoff
- Discuss incident and content of report with reporting officer
- Review prior to EOT
- Reject if report is incomplete or requires additional details and provide instructions in the "Notes" section
- Follow-up with reporting officer to ensure the corrections are made and report is resubmitted prior to end of tour

Signoff

Note

Endorsement Status

Rejected

Endorsement  
Status: **Rejected**  
Must enter  
reason in Notes

FORMS

Signoff

Signoff History

Status: Rejected Note: please enter detail description of person stopped based on checked box

Endorsement Status

Approved

NEW YORK CITY POLICE DEPARTMENT

Worksheet: Stop Report

Status: Pending

Report #: STP-2016-030-000001

Incident Date: 08/07/2016 14:00 Sunday

INCIDENT INFORMATION

Stop: 08/07/2016 14:00 Sunday

Period of Observation Prior To Stop: 5 Minutes

Duration Of Stop: 2 Minutes

LOCATION OF STOP

Location Type: Transit

Address Type: Subway

Location Identifier: Subway at

Subway Line: A,B,C,D

Transit Post No: 030

Transit Post No: 0337

Building No:

State: New York

Unit Type:

Unit #:

Borough: Manhattan

Intersecting Street: SAINT NICHOLAS AVENUE

Corner:

Cross Street1:

Cross Street2:

PID: 030

Sector: D

PBA:

Suspected Crime Location: Transit

BASIS FOR STOP/IDENTIFICATION/SUSPECTED CRIME

Sign Off

Supervisory Action (Must Complete):

Supervisor on Scene During Stop? ☐ Yes ☒ No

Encounter Reviewed With Officer? ☐ Yes ☒ No

Report Accurate and Complete? ☐ Yes ☒ No

Corresponding Activity Log Entry Reviewed? ☐ Yes ☒ No

Sufficient Basis for Stop? ☐ Yes ☒ No

Sufficient Basis for Frisk? ☐ Yes ☒ No

Sufficient Basis for Search? ☐ Yes ☒ No

Follow-Up Action (If Appropriate):

Report Corrected: ☐ Training: ☐ Instruction: ☐ Disciplinary Action: ☐

- If there is an insufficient Basis for Stop/Frisk/Search: Check no in the appropriate caption, indicate "Follow-Up Action" taken and "Approve" report

Save  
Endorsement

The screenshot displays the 'FORMS' application interface. At the top, there is a header bar with a home icon and the word 'FORMS'. Below this is a section titled 'FORM MAINTENANCE'. Underneath, there is a 'Report Parameters' section. This section contains four rows of input fields, each with a checkbox on the left. The first row is 'Form Type' with a checkbox and a dropdown menu showing 'Select...'. The second row is 'Year' with a checkbox and a text input field. The third row is 'Precinct' with a checkbox and a text input field. The fourth row is 'Number' with a checkbox and two text input fields labeled 'From' and 'To'. The bottom of the interface has a dark bar with three icons: a home icon, a back arrow, and a magnifying glass icon.

## FORMS Maintenance:

- Reporting Officers and Supervisors can enter the parameters for the approved report they are looking for

Execute  
search

# Example of FORM Maintenance

**FORMS**

**Form Maintenance**

Total Number of Forms: 5

FORM NUMBERS	MAINTENANCE	TYPE	STATUS	REPORTING OFFICER	ENTERED BY	OCCURRENCE DATE/TIME	LOCATION	VEHICLES	PERSONS
STP-2016-083-000005	<a href="#">Maintain</a>	Stop Report	Not Finalized	POM ZABORSKIS ANTHONY	SGT NAROG RICHARD	08/09/2016 09:00	480 KNICKERBOCKER AVENUE PH Brooklyn NY		
STP-2016-083-000004	<a href="#">Maintain</a>	Stop Report	Approved	POF REINHARDT SHERRIANN	SGT MINCHIN STACY	08/08/2016 14:00	1412 GREENE AVENUE Brooklyn NY		
STP-2016-083-000003	<a href="#">Maintain</a>	Stop Report	Approved	POF REINHARDT SHERRIANN	SGT MINCHIN STACY	08/08/2016 14:00	480 KNICKERBOCKER AVENUE APT 5 Brooklyn NY		
STP-2016-083-000002	<a href="#">Maintain</a>	Stop Report	Approved	POM ZABORSKIS ANTHONY	SGT NAROG RICHARD	08/08/2016 09:00	480 KNICKERBOCKER AVENUE APT 3D Brooklyn NY		
STP-2016-083-000001	<a href="#">Maintain</a>	Stop Report	Approved	POF REINHARDT SHERRIANN	SGT MINCHIN STACY	08/08/2016 08:00	KNICKERBOCKER AVENUE Brooklyn NY		

Report Data Filter Sort/Group Criteria:

Data Filters:  
Form Year: 2016  
Form Precinct: 8  
Form Number: 000005  
Form Type: Stop Report

Sort Order:  
1. Form Number

Requested By:  
SGT STACY

**FORMS**

**FORM MAINTENANCE**

EVENT TYPE: STOP REPORT  
EVENT DATE: 08/09/2016 09:00  
EVENT ADDRESS: KNICKERBOCKER AVENUE BROOKLYN NY  
SUBJECT:  
STATUS: APPROVED  
VALIDATED: YES

[Print Coversheet](#) [Void/Seal](#) [View/Print](#)

## FORMS Maintenance:

- User's can print out coversheets for approved reports.
  - Supervisor's can void any approved reports.
- \* Void STOP REPORT if prepared in error:
1. Event was not a Terry Stop (e.g. witness interview, level 1 request for information, etc.)
  2. Arrest that did not begin as an Investigative Encounter
- \*\* Void STOP REPORT if duplicate

FORMS

FORM MAINTENANCE

EVENT TYPE: STOP REPORT

EVENT DATE : 08/08/2016 08:00

EVENT ADDRESS : KNICKERBOCKER AVENUE BROOKLYN NY

SUBJECT :

STATUS : APPROVED

VALIDATED: YES

Print Coversheet

Void/Seal

View/Print

## FORMS MAINTENANCE:

- Print Coversheet - This is how to add documents
- Void / Seal – Void or Seal a Stop Report.
- View / Print – Print a Stop Report.

A screenshot of a web browser displaying the 'FORMS' page of the St. Paul Police Department. The browser's address bar at the top shows 'FORMS'. The page content includes the St. Paul Police Department logo, the word 'FORMS' in large bold letters, and the text 'Stop Report' followed by the incident number 'STP-2018-083-000001' and the tracking number '53022'. Below this text is a square QR code. The browser's bottom status bar shows standard navigation icons like back, forward, and search.

[illegible]



FORMS Support Hotline  
(646) 610-6473